

City of Lanett Employee Performance Review

Employee Performance Review

PLEASE PRINT

Employee Name	<i>Terry Daniel</i>	Title	<i>Apparatus Operator</i>
Department	<i>Fire - Ems</i>	Employee Payroll #	

Reason for Review	<i>Annual</i>	Promotion
	End of Probationary Period	Other

Date employee began present position:		Date last reviewed:	
Rating Period:		Date Review Completed	
Excused Absences:		Medical Leave of Absence:	
Unexcused Absences:		Disciplinary Incidents:	

Evaluator's Instructions: Carefully evaluate employee's work performance in relation to the essential functions of the job. Check Rating box that indicates the employee's performance. Indicate N/A if not applicable. Assign points for each rating within the Scale and write that number in the corresponding Points box. Points will be totaled and averaged for an overall performance score.

Definitions of Performances Ratings

Evaluation
Score

O - Outstanding: Performance is exceptional in all areas and is recognizable as being far superior to others.	100 - 90	
V - Very Good: Results clearly exceed most position requirements. Performance is of high quality and is achieved on a consistent basis.	89 - 80	
G - Good: Competent and dependable level of performance. Meets performance standards of the job.	79 - 70	
I - Improvement Needed: Performance is deficient in certain areas. Improvement is necessary.	69 - 60	
U - Unsatisfactory: Results are generally unacceptable and require immediate improvement. No merit increase should be granted to individuals with this rating.	Below 60	
N/A: Not applicable or too soon to rate.		

Evaluator's Signature:	<i>[Signature]</i>	Employee's Signature:	<i>Terry L. Daniel</i>
Date:	<i>25 JAN 05</i>	Date:	<i>2-1-05</i>

Dean Brandy

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Employee Name		Date	
Teamy Daniel		25 JAN 05	
1. Quality The extent to which an employee's work is accurate, thorough and neat.	Rating O V G I U	Scale <u>100-90</u> 89-80 79-70 69-60 Below 60	Points 100 Supportive details or comments
2. Productivity The extent to which an employee produces a significant volume of work efficiently in a specified period of time.	Rating O V G I U	Scale <u>100-90</u> 89-80 79-70 69-60 Below 60	Points 100 Supportive details or comments
3. Job Knowledge The extent to which an employee possesses the practical/technical knowledge required on the job.	Rating O V G I U	Scale <u>100-90</u> 89-80 79-70 69-60 Below 60	Points 100 Supportive details or comments As a (Apparatus operator) Teamy possesses unmatched knowledge.
4. Reliability The extent to which an employee can be relied upon regarding task completion and follow-up.	Rating O V G I U	Scale <u>100-90</u> 89-80 79-70 69-60 Below 60	Points 100 Supportive details or comments
5. Attendance The extent to which an employee is punctual, observes prescribed work break/meal periods and has an acceptable overall attendance record.	Rating O V G I U	Scale <u>100-90</u> 89-80 79-70 69-60 Below 60	Points 100 Supportive details or comments
6. Independence The extent to which an employee performs work with little or no supervision.	Rating O V G I U	Scale <u>100-90</u> 89-80 79-70 69-60 Below 60	Points 100 Supportive details or comments
7. Creativity The extent to which an employee proposes ideas, finds new and better ways of doing things.	Rating O V G I U	Scale <u>100-90</u> 89-80 79-70 69-60 Below 60	Points 100 Supportive details or comments
8. Initiative The extent to which an employee seeks out new assignments and assumes additional duties when Necessary.	Rating O V G I U	Scale 100-90 89-80 <u>79-70</u> 69-60 Below 60	Points 75 Supportive details or comments For Along time Teamy has had the attitude that he just wants to come to work so he job and leave. He does not like to volunteer or help with tasks OFF duty.
9. Adherence to Policy The extent to which an employee follows safety and conduct rules, other regulations and adheres to company policies.	Rating O V G I U	Scale <u>100-90</u> 89-80 79-70 69-60 Below 60	Points 100 Supportive details or comments
Evaluator's Signature: [Signature]		Employee's Signature: [Signature]	
Date: 25 JAN 05		Date: 2-1-05	

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Employee Name	<u>Teery Daniel</u>	Date	<u>25 Jan 05</u>
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10 Definitions of Performances Ratings The extent to which an employee is willing and demonstrates the ability to cooperate, work and communicate with coworkers, supervisors, subordinates and/or outside contacts.	Rating O V G I U	Scale <u>100-90</u> 89-80 79-70 69-60 Below 60	Points <div style="border: 1px solid black; padding: 5px; width: 40px; text-align: center;">100</div>	Supportive details or comments <u>Willing to work with anyone to accomplish task.</u>
11 Judgement The extent to which an employee demonstrates proper judgment and decisions making skills when necessary.	Rating O V G I U	Scale <u>100-90</u> 89-80 79-70 69-60 Below 60	Points <div style="border: 1px solid black; padding: 5px; width: 40px; text-align: center;">100</div>	Supportive details or comments <u>make good decisions to safely accomplish tasks.</u>

Rate employee's overall performance in comparison to position duties and responsibilities					
1075	11	98	Outstanding	<u>100-90</u>	
			Very Good	89-80	
			Good	79-70	
			Improvement Needed	69-60	
			Unsatisfactory	Below 60	
Total Points	+ number of factors rated	-	Overall Rating		

Complete all of the following sections (Additional space for comments on page 4)

1	Accomplishments of new abilities demonstrated since last review: <u>N/A</u>
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2	Specific areas of needed improvement: <u>Emergency Medication</u>
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3	Recommendations for professional development (seminars, training, schooling, etc.) <u>I recommend that Teery improve his skills in Medical Training. If he achieves certification as a Paramedic Teery would be top of the Promotion List.</u>
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Goals & Objectives (salaried employees only) Current Goals & Objectives to be evaluated at next Performance Review Date

Employees Comments:

Discussed with individual on:	<u>2-5-05</u>	Employee's Signature:	<u>Teery Daniel</u>
Follow Up Requested/required	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Date:	
		Follow Up Date:	

Evaluator's Signature	<u>P. J. [Signature]</u>
Date:	<u>25 Jan 05</u>

Mayor's Signature	
Date:	

City of Lanett Employee Performance Review

Employee Name	TERRY DANIEL	Date	25 JAN 05
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Additional Comments:

TERRY IS AN OUTSTANDING EMPLOYEE AND AS AN APPARATUS OPERATOR IS UNMATCHED IN KNOWLEDGE. DURING FIRE OPERATIONS HE IS THE ONLY SHIFT CAPTAIN WHO WANTS TO BE AT HIS SIDE TO MAKE SURE ALL TASKS WERE ACCOMPLISHED. UNFORTUNATELY FIRE OPERATIONS ONLY MAKE UP 5.6% OF OUR CALL VOLUME. ALMOST 80% OF OUR CALLS INVOLVE EMERGENCY MEDICAL SITUATIONS THAT REQUIRE ADVANCED MEDICAL TRAINING. TERRY HAS NOT OBTAINED CERTIFICATION AS AN ADVANCED EMERGENCY MEDICAL TECH (PARAMEDIC) AND DOES NOT WANT TO AT THIS POINT IN HIS CAREER. IT IS MY BELIEF THAT IF HE WAS A PARAMEDIC HE WOULD BE AT THE TOP OF THE PROMOTION LIST. *[Signature]*

ADDITIONAL REMARKS: TERRY IS AN OUTSTANDING TEAM PLAYER. EVEN THOUGH HE'S NOT A PARAMEDIC, HE WORKS WELL WITH OTHER TEAM MEMBERS DURING MEDICAL CALLS. AS A BMT, HE KNOWS EXACTLY WHAT HIS TASKS ARE AND COMPLETES THEM WITHOUT SUPERVISION. *[Signature]*

Evaluator's Signature:	<i>[Signature]</i>	Employee's Signature:	Terry Daniel
Date:	25 JAN 05	Date:	2-1-05